



Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of raw baled cotton for export.

This unit defines the standard required to:

- Define the scope and criteria to conduct an inspection
- Define the hazards and risks to occupational safety and the environment
- Comply with legal/statutory requirements, organisational protocols and industry standards and
- Document and record the inspection

Key Accountabilities:

- Work effectively in an export environment
- Conduct pre-inspection tasks
- Conduct flowpath inspection tasks
- Conduct goods inspection tasks
- Pass the goods following inspection
- Reject the goods following inspection
- Inspect a resubmitted consignment

eLearning requirements:

- Plant Export Essentials
- Importing country requirements for plant and plant product exports
- Inspection of cotton products for export



Competency standard	Competency criteria
1. Work effectively in an export environment	1.1 Complies with: <ul style="list-style-type: none"> • Export legislation • APS Values and Code of Conduct • Departmental instructional material • Work Health & Safety (WHS) requirements
	1.2 Applies effective communication, conflict management and decision-making techniques
	1.3 Ensures all required export documentation has been completed and/or lodged.
2. Conduct pre-inspection tasks	2.1 Receives and assess export documentation
	2.2 Checks for and assess any importing country requirements
	2.3 Obtains relevant instructional and reference material
	2.4 Collects required tools/equipment
	2.5 Checks site WHS and PPE requirements
3. Conduct flowpath inspection tasks	3.1 Inspects flowpath including inspection area and bench
	3.2 Passes or fail the flowpath following correct procedures
4. Conduct goods inspection tasks	4.1 Assesses the consignment to ensure the inspection can commence
	4.2 Checks trade description and the overall condition of any packaging
	4.3 Draws sample using relevant sampling methodology and rate
	4.4 Inspects the samples following correct procedures
5. Pass or fail the goods following inspection	5.1 Passes or fail goods based on the relevant tolerances



Competency standard	Competency criteria
	5.2 Completes the inspection record and distributes and retain as required
	5.3 Ensures the consignment is segregated and clearly distinguished from other goods
6. Inspect the resubmitted goods	6.1 Ensures rejected goods have been treated appropriately
	6.2 Receives and validate treatment documentation
	6.3 Inspects the resubmitted consignment following correct procedures



Competency Standard		
<p>Required knowledge:</p> <ul style="list-style-type: none"> • Access and use plant export legislation • Apply defensible decision making • Follow WH&S requirements • Identify products, pests and diseases • Confirm treatments actions • Use effective communication skills & apply governance processes • Apply conflict management techniques • Apply correct sampling and inspection techniques • Complete export certification documentation 	<p>Required skills:</p> <ul style="list-style-type: none"> • Completion of export documentation • Prepare for inspection • Carry out inspection • Identifying infested produce • Treatment/Recondition procedures • Appropriately clean and store equipment and materials following inspection • Use literacy skills to read, interpret and follow organisational policies, procedures, instructions. • Record information accurately and legibly • Select and apply procedures for a range of tasks • Use communication skills to fulfil job role including questioning techniques, active listening, clarifying information, consulting with supervisors, dealing with conflict and using technology • Use information technology to access plant export instructional material and information • Use numeracy skills to estimate, calculate and record routine workplace measures. • Use interpersonal skills to work with and relate to people form a range of cultural, social and religious backgrounds 	<p>Required attitude:</p> <ul style="list-style-type: none"> • Behave honestly and with integrity • Act with care and diligence • Treat everyone with respect and courtesy, and without harassment • Comply with all applicable Australian laws • Comply with any lawful and reasonable direction given by someone in the employee’s Agency who has authority to give the direction • Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) • At all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS • Perform function in an impartial and professional manner • Be openly accountable for your actions • Be responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government’s policies and programs



Candidate Advice - Demonstration

Competency name RBC3001: EXPORT INSPECTION OF RAW BALED COTTON

The evidence required to demonstrate competency in this unit is to be relevant to workplace operations and satisfy holistically all of the requirements of the competency criteria and required skills, knowledge and attitude and include achievement of the following:

- Define the scope and criteria on which to base inspection
- Apply and follow WHS, risk management and environmental procedures associated with the inspection
- Determine sampling and inspection methodology
- Conduct inspections, complying with the department and importing country requirements
- Pass or reject consignments based on relevant tolerances
- Evaluate treatment for resubmitted goods
- Document the inspection/re-inspection to defend the decision-making process

Competency Criteria:	Demonstration
Work effectively in an export environment	<ul style="list-style-type: none"> • Name at least 2 pieces of legislation that govern your role as an AO • Name at least 3 behaviours that are in accordance with the APS Code of Conduct/APS Values • What can you do to avoid unnecessary workplace incidents or accidents? • If you find yourself in a conflict situation how would you manage it? • How do you ensure that you make the best defensible decision? • What are the potential consequences for making an incorrect decision?
Conduct pre-inspection tasks	<ul style="list-style-type: none"> • Outline all the tasks you would undertake to prepare for an inspection • Show me where you would find the Importing country requirements • How do you know if a country has a defined pest list? • Outline documentation required from the client as per a Micor case • Discuss the equipment required to complete inspection
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Show me how, and discuss why, you inspect the flowpath and inspection area • Outline the process to reject and reinspect the flowpath • Discuss why and how you would check a container is suitable for loading



Conduct goods inspection tasks	<ul style="list-style-type: none">• Tell me the tasks you would do to start your inspection• Explain the trade description and packaging requirements for a consignment• Demonstrate how you would sample and inspect a consignment of raw baled cotton/mote cotton/cotton modules• Discuss tolerance levels for pests and contaminants
Pass or fail the goods following inspection	<ul style="list-style-type: none">• Explain how you would pass or fail the inspection• Outline the process you would take in you were to find pests and/or contaminants during inspection• Demonstrate how to complete the appropriate inspection record
Reinspect the resubmitted goods	<ul style="list-style-type: none">• Explain the steps required for inspecting previously failed consignments• Outline how to ensure treatment is valid• Explain how you would prepare to inspect resubmitted goods



Title: Candidate Advice RBC3001: Export Inspection of Raw Baled Cotton				
Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: RBC3001	24/01/2012	Original	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: RBC3001A	16/05/2012	Realignment #1	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.1: RBC3001A	01/10/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture”	Plant Export Operations Branch, Department of Agriculture	Galen Waterford
V2.1: RBC3001	21/06/2018	Realignment #2 Updated formatting and activities from Work Instruction Aligned to RBC3001 validation document improvement request- October 2016	Plant Export Operations Branch, Department of Agriculture	Karen Webster
V3.0: RBC3001	16/02/2021	Updated department branding and aligned with new legislation	Plant Export Operations Branch, Department of Agriculture, Water and the Environment	IMT